



Job Location: 400 Deaderick Street, Nashville TN 37243

Attorney 4/Assistant General Counsel

Contracts

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Department of Human Services provides public assistance (family/financial assistance/supplemental nutrition program services), vocational services, child support enforcement, adult protective services, child and adult care licensing and social and community services to nearly 2 million Tennesseans. This staff attorney, with assistance from other staff attorneys in the Department's Office of General Counsel, will be responsible for assisting with the development of all contracts and legal review of all contracts for the Tennessee Department of Human Services. The position is Executive Service.

Position Responsibilities:

- The Assistant General Counsel for contracts will be responsible for developing an effective contract review process for Department and will work with procurement staff of the Department and with the Central Procurement Office, Comptroller of Treasury, Department of Finance and Administration and/or other Tennessee agencies or federal partners as needed to provide timely preparation and legal review of proposals for the procurement of services and the contracts to obtain those services.
- The attorney in this position will review Requests for Proposal and contracts for legal sufficiency and consistency with State contract language, and will provide advice regarding compliance and applicable legal and regulatory requirements to procurement staff, and program staff who manage a diverse ranges of program, to ensure that proposed contracts provide clear, enforceable requirements to enable proper contract and program management.
- The AGC will communicate with counsel for contractors to resolve issues affecting Department contracts.
- The position requires legal research of federal and state laws, regulations and case law involving contract issue and preparation of memoranda advising program and procurement staff regarding contract issues affecting program operations.
- The attorney will work with the State Attorney General's Office in bid protest proceedings and litigation involving Department contracts, and, as necessary will appear before legislative committees and legislative staff reviewing State contracts.

Position Requirements:

- Valid Tennessee law license and driver's license.
- Five (5) or more years of continuous legal practice, preferably with experience in developing and negotiating contracts for a large entity and in contract litigation preferred
- Candidate must be able to work cooperatively with Department program staff in diverse legal areas and must willing to work extra hours and days as necessary
- Excellent research and writing skills
- Proficient in use of Microsoft Word and Excel
- No prior or pending disciplinary actions with the Tennessee Board of Professional Responsibility.

Competencies:

- Customer Focus
- Integrity and Trust
- Priority Setting/Time Management
- Presentation Skills
- Dealing with Ambiguity

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

How to Apply:

- Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by August 6, 2018. All email submissions must include in the subject line: Attorney 4/Assistant General Counsel
- **Target Salary:** \$65,616--\$118,080 per year. Salary offer will be commensurate with knowledge, skills and experience directly related to this job.

Applicants may be subject to background check.

Any position, however, could ultimately be designated as (AWS), work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.